

January 4, 2002

The Honorable Mabel T. Lamie  
Clerk of the Circuit Court  
City of Bristol

City Council  
City of Bristol

We have audited the cash receipts and disbursements of the Clerk of the Circuit Court of the City of Bristol for the period October 1, 2000 through September 30, 2001.

Our primary objectives were to test the accuracy of financial transactions recorded on the Court's financial management system; evaluate the Court's internal controls; and test its compliance with significant state laws, regulations, and policies. However, our audit was more limited than would be necessary to provide assurance on the internal controls or on overall compliance with applicable laws, regulations, and policies.

The results of our tests found the Court properly stated, in all material respects, the amounts recorded and reported in the financial management system; and no instances of noncompliance with applicable laws, regulations, and policies. However, we noted a weakness in internal controls that the Clerk needs to address as described below.

Properly Follow Manual Receipts Procedures

The Clerk does not properly follow the manual receipts procedures. In the five manual receipts tested, the Clerk did not complete the Summary of Manual Receipts or the manual receipt summary on the end of day reports. Failing to properly follow the manual receipts procedures increases the risk of fraud or misappropriation of funds because the Clerk cannot track manual receipts or the reasons for their use. The Clerk should document all manual receipts issued by completing the Summary of Manual Receipts or the manual receipt summary on the end-of-day reports as required by the Financial Management System User's Guide.

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We discussed these comments with the Clerk on January 4, 2002 and, we acknowledge the cooperation extended to us by the Court during this engagement.

AUDITOR OF PUBLIC ACCOUNTS

WJK/cam

cc: The Honorable C. B. Flannagan II, Chief Judge  
Paul D. Spangler, City Manager  
Bruce Haynes, Executive Secretary  
Compensation Board  
Don Lucido, Director of Technical Assistance  
Supreme Court of Virginia  
Martin Watts, Court Analyst  
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